



Bulletin

2006-06B

TO: Selectmen, City/Town Councils, Mayors, Accountants/ Auditors,
Assessors, Treasurers, Collectors, Finance Committees,
Finance Directors, City/Town Managers

FROM: Gerard D. Perry, Deputy Commissioner

DATE: March 2006

SUBJECT: New Officials Finance Forum

The Division of Local Services will offer a seminar for recently elected or appointed local finance officials on Thursday, June 8, 2006 at the College of the Holy Cross, Hogan Campus Center, 1 College Street, Worcester MA. With an emphasis on the "basics," this course is designed to foster a team approach to municipal finance by developing an understanding of the responsibilities of the various offices as well as their interrelationship. This seminar is composed of three sessions:

- **The team concept of municipal finance:** This session provides guidelines for planning and prioritizing the community's current and future needs. It also includes an overview of the annual budget process and discusses good financial management practices.
- **A review of Proposition 2½:** During this session we examine the impact of Proposition 2 ½ on a community's tax levy, and perform a calculation of a levy limit. We also discuss local revenue sources, including free cash, and what the tax rate represents.
- **The tax rate setting process:** In this third and final session, we identify the participants and discuss the specific procedures involved in completing the tax recapitulation sheet. This session also includes an explanation of the components of a good municipal reserve and debt policy.

REGISTRATION INFORMATION

For directions to the College of the Holy Cross, <http://www.holycross.edu/about/directions-hogan.htm>.

Registration begins at 8:15 a.m.

The cost of the seminar is **\$35**. An optional buffet style luncheon is also available for an additional **\$10**. The seminar will begin promptly at 8:45 a.m. and end at approximately 3:15 p.m.

Pre-registration is mandatory. Walk-in registrations, purchase orders and cash cannot be accepted. **Preference will be given to local officials with less than one year of experience.** Registrations must be received no later than **Monday, May 29, 2006.**

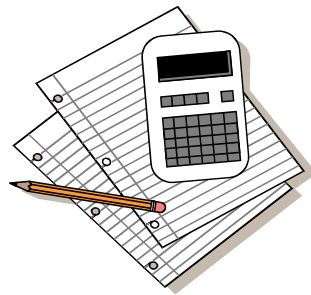
Certificates will be awarded to those who complete the seminar.

Please mail your completed registration form with a check made payable to the Commonwealth of Massachusetts to:

Training Coordinator
Division of Local Services
PO Box 9569
Boston, MA 02114-9569

If you have any questions, contact Donna Quinn at (617) 626-3838.

PLEASE BRING A HAND HELD CALCULATOR



IMPORTANT!

You may subscribe to Cherry Sheets, *City & Town*, and IGRs, Bulletins and other notices online at http://www.dor.state.ma.us/feedback/listserv/DLS_email.asp.

NEW OFFICIALS FINANCE FORUM -- Registration

NAME: _____

(Please print clearly)

BUSINESS ADDRESS: _____

PHONE: () _____

E-MAIL _____

POSITION:

Accountant/Auditor _____

Assessor/ Asst. Assessor _____

Selectman/Mayor _____

Finance Committee _____

Town Administrator _____

Treasurer/Collector _____

Other (specify) _____

Your Original Election/Appointment Date: _____

Current Community: _____

TO REGISTER, CHECK EITHER OF THE FOLLOWING:

Seminar only (NO luncheon) \$35 _____ (Total)

Seminar PLUS Luncheon \$45 _____ (Total)

Luncheon Menu: Deli Buffet (includes assorted salads, ham, turkey, roast beef, American & Swiss cheeses, assorted breads, pickles, chips, cookies, coffee, tea, decaf)

SEATING IS LIMITED - PLEASE REGISTER EARLY

Make checks payable to the Commonwealth of Massachusetts and mail with this completed form to:

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Walk-in registrations cannot be accepted Cash & purchase orders cannot be accepted

REGISTRATIONS MUST BE RECEIVED BY MAY 29, 2006